



**Florida Association of City Clerks
Board of Directors Meeting | Thursday, December 14, 2023, | 10:30 am ET
Via Zoom**

1. Call to Order

President Guy called the meeting of the Florida Association of City Clerks Board of Directors to order at 10:30 a.m. ET.

2. Roll Call – Those present were:

Angie Guy, MMC, President, City Clerk, Dade City
Pat Burke, President-Elect, MPA, MMC, Town Clerk-Manager, Palm Shores
Elizabeth Garcia-Beckford, MMC, MBA, Vice President, City Clerk, North Lauderdale
Cheryl Mooney, MPA, MMC, Immediate Past President, City Clerk, Temple Terrace
LeAnne Williams, MMC, FCRM, Northeast Director, Deputy City Clerk, Alachua
Leslie Guyer, CMC, Northwest Director, City Clerk, Gulf Breeze
Gwen Peirce, MPA, CMC, Central East Director, City Clerk, Satellite Beach
Rosemarie Call, MPA, MMC, Central West Director, City Clerk, Clearwater
Evelyn Herbello, CMC, South Director, Deputy Town Clerk, Surfside
Reneé Basel, CMC, Southeast Director, Town Clerk, Gulf Stream
Scotty Lynn Kelly, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Vivian Mendez, MMC, Awards/Scholarships, Town Clerk, Lake Park
Jen Guillen, MMC, Discussion Forum, City Clerk, Hallandale Beach
Kathleen Rosado, MMC, FCRM, 2023 Fall Academy, Assistant City Clerk, Daytona Beach
Savannah Cobb, CMC, Legislative, Deputy Town Clerk, Longboat Key
Brittany Sandovalsoto, CMC, Membership, Deputy City Clerk, Tampa
Julie Hennessy, MMC, Professional Education, City Clerk, DeLand
Sandra McCready, MMC, Resolutions, Town Clerk, Surfside
Stephanie Herdocia, CMC, 2024 Summer Conference/Academy, City Clerk, Orlando
Beth Rawlins, Beth Rawlins, Inc.
Dani Dahlberg, Beth Rawlins, Inc.
Amy Brewer, Institute of Government
Linda Bridges, FACC Executive Director
Allison Payne, FACC Executive Director-Designate
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC
Melanie Howe, Meeting Planner, FLC

3. Consideration of Minutes – President Guy

- A. President Guy presented minutes from the Board meeting held October 22, 2023.
Accordingly,

A motion was offered by Director Guyer, seconded by President-Elect Burke and unanimously passed, to approve the minutes as prepared and presented for October 22, 2023.

4. Quarterly Financial Statements – President Guy

The financial statements for the period ending July 31, 2023, were presented. Accordingly,

A motion was offered by Immediate Past President Mooney, seconded by Director Herbello and unanimously passed, to accept the financial statements for the period ending July 31, 2023, as prepared and presented.

5. New Business

- A. Exhibit Hall Game: For several years, FACC has offered an Exhibit Hall Game during the Summer Conference and Academy to encourage delegates to visit the exhibit hall booths. Once completed, a game board is drawn to win a complimentary Fall Academy registration. Accordingly,

A motion was offered by President-Elect Burke, seconded by Director Call and unanimously passed, to approve the Exhibit Hall Game for the 2024 Summer Conference and Academy.

- B. Exhibit Hall and Budget for 2024 Summer Conference and Academy: The hotel for the 2024 Summer Conference and Academy offers a full and complimentary breakfast for each guest. Therefore, FACC will not be providing breakfast for attendees. This will, in effect, cut down on the time that conference attendees will spend in the exhibit hall, as breakfast has been served in the exhibit hall in previous years. Staff recommends FACC provide lunch coupons for each conference attendee and the exhibitors in the amount of \$20 to purchase lunch from the sidewalk café that will be provided in the exhibit hall. This will cost the association \$5,000.00. FACC not having to serve breakfast will offset this fee. Also, a budget amendment in the amount of \$2,900.00 is needed in the line item in the Summer Conference and Academy budget for breaks and welcome reception due to incorrect information received while preparing the budget. Accordingly,

A motion was offered by Director Basel, seconded by Immediate Past President Mooney and unanimously passed, to approve a budget amendment in the amount of \$7,900.00 for the 2024 Summer Conference and Academy budget.

- C. Hotel Site Selection – 2025 IIMC Region III Conference: FACC will host the IIMC Region III Conference in 2025 and the Board previously requested the event be held in Orlando in February 2025. Unfortunately, hotel room space and rates are not favorable for that time of year in Florida. Following discussion, it was the consensus of the Board to ask staff to check dates in January in Orlando and if Orlando is not

feasible, then Tampa and report back, if possible, during the January 2024 Board meeting.

6. Announcements

Next Board Meeting: Thursday, January 25, 2024, 10:30 a.m. ET via Zoom if needed.

7. Other Business

- A. Board vacancy – South District: South District Director Evelyn Herbello advised the Board she had accepted a position that was no longer in the city clerk’s office effective December 29, 2023, and therefore, she was no longer eligible after that date to serve on the Board. Accordingly,

A motion was offered by Director Herbello, seconded by President-Elect Burke and unanimously passed, to appoint Jen Guillen, MMC, City Clerk, Hallandale Beach to serve the unexpired term on the FACC Board as South District Director effective December 30, 2023.

- B. App for Conference: President-Elect Burke advised the Board the Professional Education Committee recommends the Board consider an app for the Summer Conference and Academy. Ms. Bridges advised research has been done and there is an app that will be recommended to the Board at a future meeting.

8. Adjourn

There being no further business or concerns, the meeting was adjourned.

Submitted by:



Linda J. Bridges, FACC Executive Director

Approval:



Angie Guy, MMC
President



Patricia J. Burke, MPA, MMC
President-Elect